



Employee Handbook Acknowledgement

I acknowledge that I have been instructed on how to access the Intranet at <http://inside.rrc.state.tx.us/> to review the Railroad Commission of Texas Employee Handbook ("Handbook") which can be found here <http://inside.rrc.state.tx.us/policiesprocedures/employeehandbook/index.html>. I understand that it is my responsibility to read the Handbook and become familiar with its contents.

The Handbook in no way constitutes an express or implied contract of employment. The Handbook is intended solely for informational or reference purposes. Its contents are subject to change or deletion, at any time, at the sole discretion of the Commission, without prior notice. The Handbook does not provide a property right in a Railroad Commission job; all Railroad Commission employees hold positions at the pleasure of the Railroad Commission of Texas. Since there is no employment contract, employment may similarly be terminated by the employee.

Print Name: Travis L. Wootton

Signature: Travis L. Wootton

Date: 4/5/2018

(Note: This form will be filed in the Commission personnel file of the employee.)

Transmission Report

Date/Time
Local ID 1

07-03-2015
5124630351

09:51:46 a.m.

Transmit Header Text
Local Name 1

Railroad Commission of Texas - HR

This document : Confirmed
(reduced sample and details below)
Document size : 8.5"x11"

FROM

(MON) JUN 28 2015 20:57/ST. 20:57/No. 7500000388 P 1

Westwind Apartments

1710 Sam Bass Blvd.
Denton, Tx. 76205
(940)382-1535 ph
(940)566-5271 fax
Westwind@westwindapts.net

From: Rafael w/ Railroad Commission of Texas / HR
To: (512) 463-0351
Fax #: (512) 463-0351
To: Debbie Boyd
From: Debbie Boyd
Date: 6/30/15
Pages sent: 3
Comments: Thank you!
Debbie Boyd

Thank you!

Total Pages Scanned : 3

Total Pages Confirmed : 3

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	739	919405665271	09:50:42 a.m. 07-03-2015	00:00:30	3/3	1	EC	HS	CP16800

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
RP: Report
FF: Fax Forward

CP: Completed
FA: Fall
TU: Terminated by user

TS: Terminated by system
G3: Group 3
EC: Error Correct

Transmission Report

Date/Time
Local ID 1

07-03-2015
5124630351

09:02:27 a.m.

Transmit Header Text
Local Name 1

Railroad Commission of Texas - HR

This document : Failed
(reduced sample and details below)
Document size : 8.5"x11"

FROM

(MON) JUN 28 2015 20:57/ST. 20:57/No. 7500000368 P 1

Westwind Apartments

1710 Sam Bass Blvd.
Denton, Tx. 76205
(940)382-1535 ph
(940)566-5271 fax
Westwind@westwindapts.net

From: *Rafael w/ Railroad Commission of Texas / HR*
To: *(512) 463-0351*
Fax #: *(512) 463-0351*
From: *Debbie Royal*
Date: *6/30/15*
Pages sent: *2*
Comments: *Thank you!*
Debbie Royal

Thank you!

Total Pages Scanned : 2

Total Pages Confirmed : 0

No.	Job	Remote Station	Start Time	Duration	Pages	Line	Mode	Job Type	Results
001	737	919405665271	09:01:18 a.m. 07-03-2015	00:00:00	0/2	1	--	HS	FA

Abbreviations:

HS: Host send
HR: Host receive
WS: Waiting send

PL: Polled local
PR: Polled remote
MS: Mailbox save

MP: Mailbox print
RP: Report
FF: Fax Forward

CP: Completed
FA: Fall
TU: Terminated by user

TS: Terminated by system
G3: Group 3
EC: Error Correct

Westwind Apartments

1710 Sam Bass Blvd.

Denton, Tx. 76205

(940)382-1535 ph

(940)566-5271 fax

Westwind@westwindapts.net

From: Ratai w/ Railroad Commission of Texas/HR
To: _____

Fax #: (512) 463-1351

To: Debbie Doyle
From: _____

Date: 6/30/15

Pages sent: 3

Comments: Thank you!

Debbie Doyle

Thank you!

EMPLOYMENT VERIFICATIONCurrent /

Previous

Date:

6/30/15

Name of Employee:

Travis Wooten

Employer Name:

Railroad Commission of Texas

Employer Fax:

(512) 463-0351

Employee's Position:

Manager II

Full Time:

☒

Yes

☐ No

Part Time:

☐ Yes☐ No

Hire Date:

12/01/1990

End Date:

—

Monthly (Gross) Income:

\$6,899.28

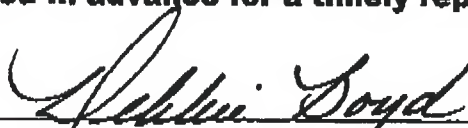
Information provided by:

RAFAEL ARREDONDO / Rafael

Title:

HR. Specialist II

Thank you in advance for a timely reply to this request,



Requested by: Debbie Boyd / Manager

Westwind Apartment Homes

1710 Sam Bass Blvd.

Denton, TX. 76205

(940)382-1535

fax (940)566-5271

Guarantee verification of your information by consumer reports, rental history reports, and other means. You acknowledge that our privacy policy is available to you.

5. **Signature.** A facsimile or electronic signature on this Guaranty will be binding as an original signature. You do not need to sign or be named in the Lease, only this Guaranty.

Specified above for Guarantor renewal.

[Signature]
Signature of Guarantor

Signature of Guarantor's Spouse (if applicable)
2/21/2015

Date of Signing Guaranty

FOR OFFICE USE ONLY:

Signatures of all Guarantors were verified by owner's representative.

Verification was by ☐ phone **OR** ☐ face-to-face meeting.

Date or dates of verification: _____

Telephone numbers called: _____

Guarantor or Guarantors contacted: _____

Owner's representative who talked to Guarantor or Guarantors: _____

After signing, please return the signed original of this Guaranty to
Westwind Apartments

at (street address or P.O. Box) **1710 SAM BASS BLVD**

DENTON, TEXAS 76205

or fax it to us at (**940**) **566-5271**

Our telephone number is (**940**) **382-1535**

**You are entitled to a copy of this Lease Guaranty
when it is fully signed. Keep it in a safe place.**

STATE OFFICE of RISK MANAGEMENT

certifies that

Travis Wootton

has successfully completed the

Driving Safety Course
SCRM

APR 07 2009

Date

Instructor

015824

Jonathan D. Bow
Executive Director

RAILROAD COMMISSION OF TEXAS

APR 24 2009

PERSONNEL DIVISION



The Railroad Commission of Texas

This Certifies That

TRAVIS L. WOOTTON

has successfully completed the course entitled

GROUPWISE FOR WINDOWS

given on this *7th* day of *February*, 1995.


Director of Automatic Data Processing



The Railroad Commission of Texas

This Certifies That

TRAVIS L. WOOTTON

has successfully completed the course entitled

Intro to WP Presentations

given on this *29th* day of *June*, 1994.


Director of Automatic Data Processing

The Railroad Commission of Texas

PRESENTED TO

Travis Wootton

IN APPRECIATION OF
OUTSTANDING SERVICE
DURING THE YEAR
1991

Jim Stewart
Commissioner

Ken Gurnea
Chairman

Bob Fung
Commissioner

The Railroad Commission of Texas

PRESENTED TO

Travis Wootton

IN APPRECIATION OF
OUTSTANDING SERVICE

DURING THE YEAR

1993

Mary Scott Palmer
Commissioner

Jim Hogart
Chairman

Barry Williamson
Commissioner



RAILROAD COMMISSION OF TEXAS

P.O. BOX 12967
AUSTIN, TEXAS 78711-2967
512/463-7144
FAX 512/472-2261
1-800 -RRC-MARY

MARY SCOTT NABERS
COMMISSIONER

February 15, 1994

Travis Wootton
Railroad Commission of Texas
SMRD
9-171
Austin, TX 78701

Dear Travis,

Outstanding service is sometimes all too rare in today's world, and individuals who are committed to extraordinary effort are extremely unique. Thanks for being such a remarkable leader at the Texas Railroad Commission.

You set the standard of excellence, and government in Texas is better because of the efforts of people like you.

Sincerely,

Mary Scott Nabers
Commissioner





The Railroad Commission of Texas

This Certifies That

TRAVIS L. WOOTTON

has successfully completed the course entitled

INTRO TO QUATTRO PRO FOR DOS

given on this *16th* day of *February*, 1994.

A handwritten signature in black ink, appearing to read "Bob Kneiss". The signature is stylized with a large, looping "B" and a long, sweeping "S" at the end.

Director of Automatic Data Processing



The Railroad Commission of Texas

This Certifies That

TRAVIS L. WOOTTON

has successfully completed the course entitled

INTRO TO QUATTRO PRO FOR DOS

given on this *16th* day of *February*, 1994.

A handwritten signature in black ink, appearing to read "Bob King", is written over the printed name.

Director of Automatic Data Processing

United States Department Of The Interior



OFFICE OF SURFACE MINING RECLAMATION AND ENFORCEMENT

This is to certify that

TRAVIS L. WOOTTON

has successfully completed the course

ENGINEERING PRINCIPLES FOR PROGRAM PERSONNEL

Given at STEAMBOAT SPRINGS, COLORADO

Date

JUNE 8 - 11, 1993

W. Ford Lipton
ACTING DIRECTOR

TEXAS ENGINEERING EXTENSION SERVICE THE TEXAS A&M UNIVERSITY SYSTEM

Technology Resource Center

This is to certify that

Travis L. Wootton

has satisfactorily completed

Advanced Surveyor Technician Short Course

August 13, 1993


Course Director


Director, Texas Engineering Extension Service
Associate Vice Chancellor for Engineering



The Railroad Commission of Texas

This Certifies That

TRAVIS L. WOOTTON

has successfully completed the course entitled

Introduction to RBase

given on this *25th* day of *May* , *1993* .

A handwritten signature in black ink, appearing to read "Bob Hines", is written over the printed title of the Director of Automatic Data Processing.

Director of Automatic Data Processing

TEXAS ENGINEERING EXTENSION SERVICE THE TEXAS A&M UNIVERSITY SYSTEM

Technology Resource Center

This is to certify that

TRAVIS L. WOOTTON

has satisfactorily completed

Basic Technicians Short Course

January 29, 1993

Course Director

Director, Texas Engineering Extension Service



The Railroad Commission of Texas

This Certifies That

TRAVIS L. WOOTTON

has successfully completed the course entitled

Intro to Harvard Graphics 2.1

given on this *10th* day of *December*, 1992.

A handwritten signature in black ink, appearing to read "Bolton", is written over the printed title of the Director of Automatic Data Processing.

Director of Automatic Data Processing



The Railroad Commission of Texas

This Certifies That

TRAVIS L. WOOTTON

has successfully completed the course entitled

Introduction to Windows

given on this 21st day of *December, 1992.*

A handwritten signature in black ink, appearing to read "Bob Humez", is written over a horizontal line.

Director of Automatic Data Processing



The Railroad Commission of Texas

This Certifies That

TRAVIS L. WOOTTON

has successfully completed the course entitled

WordPerfect Office

given on this *21st* day of *October, 1992*.


Director of Automatic Data Processing



The Railroad Commission of Texas

This Certifies That

TRAVIS L. WOOTTON

has successfully completed the course entitled

Intro to Microcomputers & LAN

given on this 30th day of June, 1992.

A handwritten signature in black ink, appearing to read "Bob H. H. H.", is written over the printed title of the Director of Automatic Data Processing.

Director of Automatic Data Processing



The Railroad Commission of Texas

This Certifies That

TRAVIS L. WOOTTON

has successfully completed the course entitled

Introduction to WordPerfect

given on this *19th* day of *May*, *1992*.

A handwritten signature in black ink, appearing to read "B. L. King", is written over the title of the Director of Automatic Data Processing.

Director of Automatic Data Processing

08:17:56 Tue Mar 20, 2007

> C 00455,00[REDACTED],99999,05/01/1990

ON HN8U1

----- TOTAL STATE SERVICE -----

AGENCY-----> 455
EMPLOYEE SSN-----> [REDACTED] WOOTTON, TRAVIS L
EMPLOYMENT DATE--> 12/01/1990 6 MOS CONT SERV AS OF-> 10/31/1990
TERMINATION DATE-> 00/00/0000
AGY EFF SERV DT--> 12/01/1990 YEARS-> 16 MONTHS-> 3 DAYS-> 19
STATE EFF SERV DT> 05/01/1990 YEARS-> 16 MONTHS-> 10 DAYS-> 20
LWOP MOS-> 0 ELEC SVC MOS-> 0

----- PRIOR STATE SERVICE -----

AGY NBR	BEG DATE	END DATE	AGENCY NAME	YR	MO	DY
99999	05/01/1990	11/30/1990	UNKNOWN AGENCY			
LWOP MOS->	0	ELEC SVC MOS->	0	SVC DAYS->	214	0 7 1
0	00/00/0000	00/00/0000				
LWOP MOS->	0	ELEC SVC MOS->	0	SVC DAYS->	0	0 0 0
0	00/00/0000	00/00/0000				
LWOP MOS->	0	ELEC SVC MOS->	0	SVC DAYS->	0	0 0 0

0007I-BROWSE BACK NOT ALLOWED ON HN8U1 A205W-END OF LIST
03/20/07 08:16:10 1 M3LL PARJ _____

> C 00455,[REDACTED],00601,06/04/1985

ON HN8U1

----- TOTAL STATE SERVICE -----

AGENCY-----> 455
EMPLOYEE SSN-----> [REDACTED] WOOTTON, TRAVIS L
EMPLOYMENT DATE--> 12/01/1990 6 MOS CONT SERV AS OF-> 05/31/1991
TERMINATION DATE-> 00/00/0000
AGY EFF SERV DT--> 12/01/1990 YEARS-> 16 MONTHS-> 3 DAYS-> 19
STATE EFF SERV DT> 05/31/1990 YEARS-> 16 MONTHS-> 9 DAYS-> 20
LWOP MOS-> 0 ELEC SVC MOS-> 0

----- PRIOR STATE SERVICE -----

AGY NBR	BEG DATE	END DATE	AGENCY NAME	YR	MO	DY
601	05/19/1986	08/29/1986	TEXAS DEPARTMENT OF TRANSPORTATION			
LWOP MOS->	0	ELEC SVC MOS->	0	SVC DAYS->	103	0 3 12
601	06/04/1985	08/23/1985	TEXAS DEPARTMENT OF TRANSPORTATION			
LWOP MOS->	0	ELEC SVC MOS->	0	SVC DAYS->	81	0 2 20
0	00/00/0000	00/00/0000				
LWOP MOS->	0	ELEC SVC MOS->	0	SVC DAYS->	0	0 0 0

0007I-BROWSE BACK NOT ALLOWED ON HN8U1 A205W-END OF LIST
03/20/07 08:17:35 1 M3LL PARJ _____

RAILROAD COMMISSION OF TEXAS

RECORD OF PREVIOUS STATE EMPLOYMENT

Instructions: Please furnish the following information if you have been previously employed by a state agency or state funded college or university. (Independent School Districts do not constitute state employment.) You are entitled to claim this prior service for purposes of vacation accrual and longevity pay. The information you provide will be verified.

Travis L. Wootton [REDACTED] 12-3-90
Name Social Security # Current Date

(D-4, Camp Hubbard)
Texas Department of Highways and Public Trans.
Carla
Name of State Agency or State College Telephone # B-8801

Dates of Employment: From June 1985 To August 1985
6/4/85 8/23/85 = 3

(D-4, Camp Hubbard)
Texas Dept. of Hwys. and Public Trans.
Name of State Agency or State College Telephone Number

Dates of Employment: From June 1986 To August 1986
5/19/86 8/29/86 = 4

Name of State Agency or State College Telephone Number

Dates of Employment: From _____ To _____

TO BE COMPLETED BY AGENCY:

7
Number of Months Updated

1/10/91
Date

RA ROAD COMMISSION OF TEXAS
PERSONNEL DIVISION

KENT HANCE, Chairman
JOHN SHARP, Commissioner
JAMES E. (JIM) NUGENT, Commissioner



MARK BOGAN
Director
(512) 463-6981

1701 N. CONGRESS

CAPITOL STATION — P. O. DRAWER 12967

AUSTIN, TEXAS 78711-2967

December 10, 1990

Department of Highways & Public Transportation
Highway Building
Austin Tx 78701-2483

RECEIVED

DEC 13 1990

HUMAN RESOURCES
DIVISION

RE: Travis L. Wootton SSN [REDACTED]
Dates: 06/85 - 08/85 & 06/86 - 08/86
GENTLEMEN:

THE ABOVE NAMED INDIVIDUAL HAS RECENTLY BEEN EMPLOYED BY THIS AGENCY AND HAS INDICATED PREVIOUS STATE EMPLOYMENT WITH YOUR STATE AGENCY OR STATE FUNDED COLLEGE OR UNIVERSITY.

IN ORDER FOR THE INDIVIDUAL TO BE CREDITED WITH PROPER VACATION ACCRUAL AND LONGEVITY PAY, A LETTER OF VERIFICATION WITH EMPLOYMENT DATES FROM YOUR AGENCY WILL BE NECESSARY. PLEASE INDICATE ALL BREAKS IN SERVICE.

IF FURTHER INFORMATION IS REQUIRED TO ASSIST IN VERIFICATION, YOU MAY CONTACT THIS OFFICE AT 463-6981. YOUR PROMPT COOPERATION IN THIS MATTER WILL BE GREATLY APPRECIATED.

SINCERELY,

Handwritten signature of Mark Bogan in blue ink.
MARK BOGAN
PERSONNEL DIRECTOR

6/4/85-8/23/85 & 5/19/86-8/29/86 DATES OF EMPLOYMENT
(MONTH/DATE/YEAR)

Handwritten signature of Glenda Wall in blue ink.

SIGNATURE OF VERIFIER

for Leslie A. Clark, Director

Human Resources

TITLE OF VERIFIER

1/8/91

DATE

DEC 14 1990

RECEIVED

DEC 13 1990

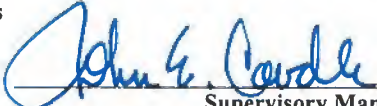

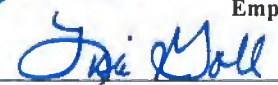
HUMAN RESOURCES
DIVISION

RAILROAD COMMISSION OF TEXAS
EMPLOYEE PERFORMANCE FORM

RAILROAD COMMISSION
OF TEXAS FORM P-112
APR 08 2014 02/10

Human Resources Division

CONFIDENTIAL – FORWARD TO HUMAN RESOURCES DIVISION

Name - Last Wootton	First Travis	Middle Initial L.	Division Surface Mining and Reclamation
Employment Date December 1, 1990			
Subject(s) Discussed			
<input type="checkbox"/> Performance Counseling			
<input checked="" type="checkbox"/> Salary Adjustment			
<input type="checkbox"/> Vehicle Usage			
<input type="checkbox"/> Termination			
<input type="checkbox"/> Other _____			
Narrative Summary of Counseling or Discussion:			
<p>Travis has worked in SMRD for many years at various positions, both in the regulatory and AML sections. Travis earned his opportunity to be the Manager of the Applications and Permits Section in December 2012. Since that time he has had to endure some tough times as a manager and he has handled it all with dignity and forthrightness. Travis is not one to shy away from a challenge and in the vain, he had succeeded in this task as Manager. Travis has to constantly react to situations that develop and he does this with skill and a smile. He works closely with his industry contacts and staff to make sure that our regulatory work is done correctly and within prescribed timeframes. I recommend Travis for a merit salary increase.</p>			
Employee Comments:			
Signatures			
		<u>4/6/2014</u>	
Supervisory Manager		Date	
		<u>4/7/2014</u>	
Employee		Date	
		<u>4/9/2014</u>	
Human Resources Division		Date	

Railroad Commission of Texas

Fleet Management Plan

Acknowledgment by Employee

RAILROAD COMMISSION
OF TEXAS

FEB 26 2014

Human Resources Division

I acknowledge that I have received a copy of the Railroad Commission of Texas Fleet Management Plan (February 2014 Edition). I understand that it is my responsibility to read this plan and become familiar with its contents.

I understand that I am responsible for following all directives contained in the Fleet Management Plan, and that my compliance with such directives will be assessed as part of my annual Employee Performance Evaluation.

I understand that I am responsible for keeping a copy of the Fleet Management Plan in my assigned Commission vehicle at all times.

The contents of this Fleet Management Plan are subject to change or deletion, at any time, at the sole discretion of the Commission, without prior notice. Amendments or addendums will be available on the Commission's intranet site at <http://inside.rrc.state.tx.us>.

Print Name:

Travis L. Wootton

Signature:

Travis L. Wootton

Date:

2/10/2014

(Note: This form will be filed in the Commission's personnel file of the employee.)

JUL 30 2012




RAILROAD COMMISSION OF TEXAS
EMPLOYEE PERFORMANCE FORM

FORM P-112

02/10

Human Resources Division

CONFIDENTIAL – FORWARD TO HUMAN RESOURCES DIVISION

Name - Last Wootton	First Travis	Middle Initial L	Division Surface Mining and Reclamation
Employment Date December 1, 1990			
Subject(s) Discussed			
<input type="checkbox"/> Performance Counseling			
<input checked="" type="checkbox"/> Salary Adjustment			
<input type="checkbox"/> Vehicle Usage			
<input type="checkbox"/> Termination			
<input type="checkbox"/> Other _____			
Narrative Summary of Counseling or Discussion:			
<p>Travis Wootton's latest EPE, signed on June 22, 2012, indicates that his overall performance for the last year exceeded requirements. Both during the Commission-wide challenge to complete backlogged projects and well before that, Travis has assumed numerous additional responsibilities including coordination of a portion of our engineering team, taking on more detailed peer review allowing management to focus on project prioritization, communication with industry and continued efforts to make our review processes more effective and accurate. Travis regularly shares his valuable knowledge of mining engineering and Division policy with members of industry, our federal oversight agency and his coworkers, relieving a large amount of time for management to focus on other tasks. For his dedication and commitment to the overall success of the Commission and for his outstanding and invaluable assistance, I nominate Travis for promotion to Engineering Specialist VI with a merit increase.</p>			
Employee Comments:			
Signatures			
		7/27/12	
Supervisory Manager		Date	
		7/27/12	
Employee		Date	
		7/31/2012	
Human Resources Division		Date	

RAILROAD COMMISSION OF TEXAS EMPLOYEE PERFORMANCE FORM

RAILROAD COMMISSION OF TEXAS FORM P-112
02/10

JUL 11 2012

CONFIDENTIAL – FORWARD TO HUMAN RESOURCES ~~Division~~ ^{Human Resources Division}

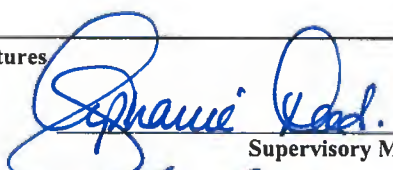
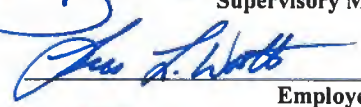
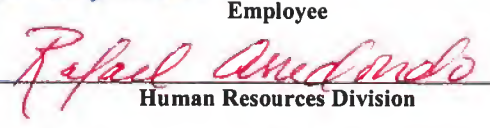
Name - Last Wootton	First Travis	Middle Initial L	Division Surface Mining and Reclamation
Employment Date December 1, 1990			
Subject(s) Discussed			
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Performance Counseling <input type="checkbox"/> Vehicle Usage <input checked="" type="checkbox"/> Other <u>Award of Discretionary Administrative Leave</u> </div> <div> <input type="checkbox"/> Salary Adjustment <input type="checkbox"/> Termination </div> </div>			
Narrative Summary of Counseling or Discussion: Travis Wootton's latest EPE, signed on June 22, 2012, indicates that his overall performance for evaluation year 2010 exceeded requirements. As a result, I recommend that Travis receive 32 hours of administrative leave in recognition for his exemplary performance.			
Employee Comments:			
Signatures <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%;"> <div style="text-align: center;">Supervisory Manager</div> <div style="text-align: center;">Employee</div> <div style="text-align: center;">Human Resources Division</div> </div> <div style="width: 35%; text-align: center;"> <div style="margin-bottom: 10px;"> <div style="text-align: center;">Date</div> </div> <div style="margin-bottom: 10px;"> <div style="text-align: center;">Date</div> </div> <div> <div style="text-align: center;">Date</div> </div> </div> </div>			

**RAILROAD COMMISSION OF TEXAS
EMPLOYEE PERFORMANCE FORM**

FORM P-112

02/10

CONFIDENTIAL – FORWARD TO HUMAN RESOURCES DIVISION

Name - Last Wootton	First Travis	Middle Initial L	Division Surface Mining and Reclamation
Employment Date December 1, 1990			
Subject(s) Discussed			
<input type="checkbox"/> Performance Counseling		<input type="checkbox"/> Salary Adjustment	
<input type="checkbox"/> Vehicle Usage		<input type="checkbox"/> Termination	
<input checked="" type="checkbox"/> Other <u>Merit Bonus Recommendation</u>		RAILROAD COMMISSION OF TEXAS AUG 15 2011 PERSONNEL DIVISION	
Narrative Summary of Counseling or Discussion:			
<p>Travis Wootton's latest EPE, signed on March 18, 2011, indicates that his overall performance for evaluation year 2010 exceeded requirements. During the last 18 months, Travis has assumed numerous additional responsibilities including coordination of a portion of our engineering team. In this role, he regularly shares his valuable knowledge of mining engineering and Division policy with members of industry, our federal oversight agency and his coworkers, relieving a large amount of time for management to focus on other tasks. For his dedication and commitment to the overall success of the Commission, I nominate him as a recipient for a one-time merit bonus.</p>			
Employee Comments:			
Signatures			
 Supervisory Manager		<u>Aug. 8, 2011</u> Date	
 Employee		<u>8/11/11</u> Date	
 Human Resources Division		<u>8/16/2011</u> Date	

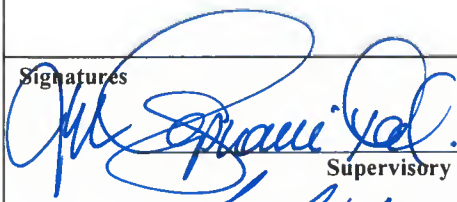
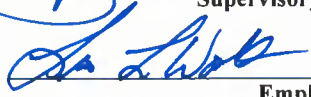

vm


**RAILROAD COMMISSION OF TEXAS
EMPLOYEE PERFORMANCE FORM**

FORM P-112

02/10

CONFIDENTIAL – FORWARD TO HUMAN RESOURCES DIVISION

Name - Last Wootton	First Travis	Middle Initial L	Division Surface Mining and Reclamation
Employment Date December 1, 1990			
Subject(s) Discussed			
RAILROAD COMMISSION OF TEXAS			
<input type="checkbox"/> Performance Counseling	<input type="checkbox"/> Salary Adjustment		MAR 21 2011 PERSONNEL DIVISION
<input type="checkbox"/> Vehicle Usage	<input type="checkbox"/> Termination		
<input checked="" type="checkbox"/> Other <u>Award of Discretionary Administrative Leave</u>			
Narrative Summary of Counseling or Discussion:			
<p>Travis Wootton's latest EPE, signed on March 18, 2011, indicates that his overall performance for evaluation year 2010 exceeded requirements. As a result, I recommend that Travis receive 32 hours of administrative leave in recognition for his exemplary performance.</p>			
Employee Comments:			
RAILROAD COMMISSION OF TEXAS			
MAR 30 2011			
PERSONNEL DIVISION			
Signatures			
		<u>3/18/2011</u> Date	
Supervisory Manager			
		Date	
Employee			
		<u>3/30/2011</u> Date	
Human Resources Division			



RAILROAD COMMISSION OF TEXAS
EMPLOYEE PERFORMANCE FORM

RAILROAD COMMISSION OF TEXAS

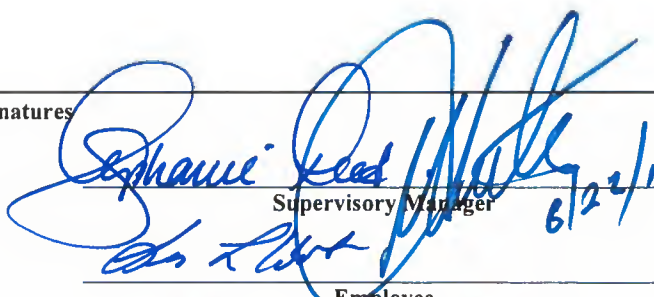
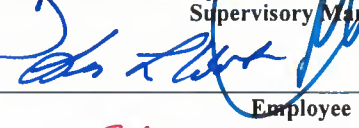

JUN 22 2010

PERSONNEL DIVISION

FORM P-112

02/10

CONFIDENTIAL - FORWARD TO HUMAN RESOURCES DIVISION

Name - Last Wootton	First Travis	Middle Initial L	Division Surface Mining and Reclamation
Employment Date December 1, 1990			
Subject(s) Discussed			
<input type="checkbox"/> Performance Counseling		<input type="checkbox"/> Salary Adjustment	
<input type="checkbox"/> Vehicle Usage		<input type="checkbox"/> Termination	
<input checked="" type="checkbox"/> Other <u>Award of Discretionary Administrative Leave</u>			
Narrative Summary of Counseling or Discussion: Travis Wootton's latest EPE, signed on April 10, 2010, indicates that his overall performance for evaluation year 2009 exceeded requirements. As a result, I recommend that Travis receive 16 hours of administrative leave in recognition for his exemplary performance.			
Employee Comments:			
Signatures			
 Supervisory Manager		6/18/2010 Date	
 Employee		6/22/2010 Date	
 Human Resources Division		6/22/2010 Date	

RAILROAD COMMISSION OF TEXAS

INTRA-AGENCY APPLICATION/SUPPLEMENT TO WORK RECORD

Form P-101A

REVISED 3/15/2004

OCT 30 2009

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME Travis L. Wootton

SOCIAL SECURITY NO. [REDACTED]

I AM APPLYING FOR THE FOLLOWING JOB VACANCY POSTING:

VACANCY LISTING NO. 910014 CLASS NO. 1602 POSITION TITLE: Manager III DIVISION: SMRDYOUR CURRENT PHONE NO. (512) 305-8831 AND WORK LOCATION Austin, 11th Floor

E D U C A T I O N	SCHOOL COLLEGE	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	DEGREE OR DIPLOMA
		University of Texas at Austin	8/85 - 8/90	Geography	DATE <u>8/20/90</u>	B.A.
	OTHER					

T R A I N I N G	SUBJECT	NAME OF TRAINING OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT
	AutoCAD	Instructor for CAD Applications	1993-2009	Use of AutoCAD for permitting and reclamation
	varies	Office of Surface Mining Courses	1993-2009	Courses related to coal permitting and reclamation

SKILL BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED.

FROM MAY 2001 TO PRESENT, I HAVE WORKED AS AN Engineering Specialist in the Applications and Permits Section of the SMRD. My responsibilities include review of surface coal mining permit applications and revisions. My work involves the review of operation and reclamation plans, including calculation of reclamation cost estimates used to determine the minimum required reclamation bond. Upon completion of my review, I prepare detailed written analyses documenting my findings and recommendations for approval or denial. I act as a technical coordinator for review of permit and revision applications. This responsibility requires me to coordinate the work of a multi-discipline team of scientists and other professional Staff and act as a liaison between the Hearings Examiner and other parties to the application. I have developed a good working knowledge of the Texas Coal Mining Regulations and regularly help to mentor new employees. My duties require me to be organized and handle multiple tasks in order to meet division and regulatory deadlines. I have a good working relationship with all of my colleagues and am often sought out for assistance.

FROM JUNE 1992 TO MAY 2001, I WORKED AS AN Engineering Specialist in the Abandoned Mine Land Section of the SMRD. My responsibilities included performing earthwork and hydrology design, including field work to gather necessary data, associated with the reclamation of abandoned surface and underground mines. My design duties included the preparation of detailed and accurate bid documents used by contractors to complete reclamation of these sites.

FROM DECEMBER 1990 TO JUNE 1992, I WORKED AS AN Engineering Technician in the Mapping Section of the Oil and Gas Division. My responsibilities included digitizing base map data gathered from Commission records and USGS 7.5-minute quadrangle maps. I assisted with the training of new employees and reviewed their work for accuracy and completeness.

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT. I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION.



SIGNATURE

10/30/09

DATE

AN EQUAL OPPORTUNITY EMPLOYER

Recommendation to Fill Job Vacancy


Listing No. **103021**

Position: **Engineer Specialist I**

Classification No.: **2127**

The position was initially posted on March 28, 2001. As of this date, there has been one applicant for this position. The Railroad Commission currently employs this applicant. Applicants for a similar, recently filled posting were also considered in determining qualified candidates for this position. I reviewed all available applications to determine the most qualified applicant. I had interviewed the one in-house applicant on February 5, 2001. I had interviewed the other two applicants for previous Engineering Specialist I positions (Listing Nos. 001004 and 101006) on the dates listed in the table below.

Based on the interviews and the applications available, I was able to identify the most qualified candidate. The name, date of interview and social security number of the applicant's that I interviewed are listed below.

Applicant	Interview Date	Social Security Number
John E. Havlik	March 27, 2000 (Listing 001004)	
Travis L. Wootton	February 5, 2001	
Sunny Simpkins	March 12, 2001	

I would like to recommend that Mr. Travis L. Wootton be offered the Engineer Specialist I position at a starting annual salary of \$36,000 (\$3,000/month). The advertised salary range for the position is from \$32,988 to \$38,400. This position is a group B9 on the salary schedule. Since Mr. Wootton is currently a Commission employee in the Surface Mining and Reclamation Division I did not contact outside references. Mr. Wootton is currently classified as an Engineering Specialist I with an annual salary of \$36,000. His last salary action was a merit increase effective January 1, 2001, hence this would be a lateral move for Mr. Wootton.


John E. Caudle, P.E.

RAILROAD COMMISSION OF TEXAS
 AN EQUAL OPPORTUNITY EMPLOYER
SUPPLEMENT TO EMPLOYMENT APPLICATION AND WORK RECORD

Form P-101A
 REVISED
 8-1-93

APP-05-2001

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

PERSONNEL DIVISION

NAME Travis L. Wootton

SOCIAL SECURITY NO. [REDACTED]

☒ IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?
 IF CHECKED, STATE THE LISTING NO. 103021 CLASS NO. 2127
 POSITION TITLE Engineering Specialist I LOCATION SMRD-Austin
 YOUR CURRENT PHONE NO. 305-8831 AND WORK LOCATION SMRD-Austin

E D U C A T I O N	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE	University of Texas at Austin	8/85 - 8/90	Major: Geography Minor: Geology	<input checked="" type="checkbox"/> YES DATE <u>8/90</u>	B.A.
	OTHER				<input type="checkbox"/> NO	

T R A I N I N G	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT
	Surveying	Texas Society of Professional Surveyors	1/93 & 8/93	Basic & Advanced Surveyors Short Courses
	Engineering	Office of Surface Mining	6/93	Engineering Principles for Program Personnel
	CAD	Office of Surface Mining	3/95	Application of CAD in AML Design

S K I L L S A N D E X P E R I E N C E	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED. (Continued on additional sheet)	
	12/1/90 - 6/1/92 - Engineering Technician, Oil & Gas Division. Responsibilities included digitizing base map information into the automated well location system. Other duties included training new employees and reviewing their work for accuracy and completeness.	
	6/1/92 - 2/17/97 - Engineering Technician, SMRD-AML. Responsibilities included AutoCAD drafting, surveying and inspection of ongoing AML construction projects, and AML reclamation design. Reclamation design duties included earthwork balances and watershed modeling for erosion control design. Additional duties included providing technical support to AML staff in the use of AutoCAD, DTM and hydrology software, office suite applications, and network applications.	
	2/17/97 - 8/31/97 - Interactive Graphics Technician, SMRD-A&P. Responsible for AutoCAD drawing clean-up and drafting. Additional duties included technical support for staff in the use of AutoCAD and graphic software.	

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT. I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION

Travis L. Wootton
 SIGNATURE

04/05/01
 DATE

RAILROAD COMMISSION OF TEXAS
AN EQUAL OPPORTUNITY EMPLOYER
SUPPLEMENT EMPLOYMENT APPLICATION AND WORK RECORD

Form P-101A
REVISED
8-1-93

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME Travis L. Wootton

SOCIAL SECURITY NO. [REDACTED]

☒ IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?
IF CHECKED, STATE THE LISTING NO. 103021 CLASS NO. 2127
POSITION TITLE Engineering Specialist I LOCATION SMRD-Austin
YOUR CURRENT PHONE NO. 305-8831 AND WORK LOCATION SMRD-AUSTIN

E D U C A T I O N	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE	<u>see previous sheet</u>			<input type="checkbox"/> YES DATE _____ <input type="checkbox"/> NO	
	OTHER					

T R A I N I N G	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT
	<u>GPS</u>	<u>Office of Surface Mining</u>	<u>12/97 & 5/99</u>	<u>Basic and Advanced GPS</u>
	<u>Engineering</u>	<u>Office of Surface Mining</u>	<u>7/00</u>	<u>Dangerous Highway Identification/Design</u>
	<u>CAD</u>	<u>Office of Surface Mining</u>	<u>Ongoing</u>	<u>Assisting with course development/teaching</u>

S K I L L S A N D E X P E R I E N C E	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED. (Continued from previous sheet)	
	<u>8/31/97 - present - Engineering Specialist, SMRD-AML. Responsibilities include duties related to the design and inspection of AML reclamation projects. Reclamation design duties include production of volumetric estimates, grading plans, slope restrictions, and contour maps using AutoCAD and SurvCAD software. Erosion control design and hydrologic analysis includes watershed modeling and structure design/sizing using AutoCAD and SurvCAD software. Other duties include writing of bid specifications, construction inspection, technical support for hardware and software applications, and conducting training as needed.</u>	

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT. I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION

Travis L. Wootton
SIGNATURE

04/05/01
DATE

Railroad Commission of Texas

ENG. SPECIALIST I

Job Posting 103021

LISTING NO: 103021 RAILROAD COMMISSION OF TEXAS DIVISION: SM
JOB VACANCY NOTICE RELEASE: Y
ON HOLD: N
CLASS NO: 2127 STEP NO: 00 VARIABLE SALARY?(Y/N): Y IN-HOUSE: P
SALARY: SEE REMARKS / OPEN: 03 28 2001 CLOSE: 00 00 0000
POSITION TITLE: ENG. SPECIALIST I WORK SECTION: SURFACE MINING
WORK LOC ADDR: 1701 N. CONGRESS ZIP: 78701 CITY: AUSTIN
REFER TO: PERSONNEL DIVISION TELEPHONE: 512 463 6981

JOB DURATION: OPENINGS: 01 REMAINING OPENINGS: 01
REG: X SEASONAL: TEMP: PART TIME: TERM DATE: 00 00 0000
HOUR PER WEEK: 00

MISCELLANEOUS:
TYPING W.P.M. 000 SHORTHAND W.P.M. 000
DRIVER'S LICENSE: TEXAS: X OPERATOR: X COMMERCIAL: CHAUFFEUR:
TRAVEL REQUIRED: Y SHIFTS: 1ST: X 2ND: 3RD: ROTATING:

JOB DESCRIPTION
LISTING NO: 103021 JOB TITLE: ENG. SPECIALIST I

Responsible for reviewing design plans and surface-water hydrology information contained in surface-mining permit applications and providing a written opinion as to whether information is in compliance with the Texas Coal Mining Regulations. Will be required to review mine plans, and design plans for roads and surface-water control structures such as sedimentation ponds, diversions and culverts. Other duties include performing mine reclamation-cost estimates, providing technical assistance to field inspectors on engineering-related issues, and participating as the Commission's technical expert at hearings on engineering and surface-water hydrology issues. Duties will also involve review of baseline surface-water hydrology and the application of various detailed hydrologic modeling techniques to assess impacts of surface-mining activities on the surface-water hydrologic balance (surface-water quantity and quality). Must be able to prepare a comprehensive, written summary of engineering evaluations and have demonstrated verbal and written communication skills. Time-sensitive review responsibilities must be completed within time frames set by Regulation and Division policy. Must be able to effectively use a variety of personal computer systems and applications, including hydrologic and engineering related design models and computer-aided design (CAD) software. Additional special projects may be assigned on an as-needed basis. All work will be under the general direction of a registered professional engineer in the Applications and Permits Section. Occasional overnight travel required (approx. 10%)

JOB QUALIFICATIONS
LISTING NO: 103021 JOB TITLE: ENG. SPECIALIST I

BS in Mining or Civil Engineering or related degree from an accredited four-year college or university. Experience and education may be substituted for one another. Experience in the use of IBM compatible PC's and word processing, spreadsheet, CAD and relational-database software required. Good driving record required.

REMARKS
LISTING NO: 103021 JOB TITLE: ENG. SPECIALIST I

Must be able to lift and carry at least 50 pounds. Salary range is from \$2,749 to \$3,136 per month, based on experience.

[Back to Jobs Home Page](#)

[Back to RRC Home Page](#)

Comments or questions should be sent to: webmaster@rrc.state.tx.us

Page Generated: 04/04/2001

Listing Number 103021Opening Date 03/28/2001Starting Wage SEE REMARKSClosing Date: 00-00-0000

**STATE AGENCY
JOB VACANCY NOTICE**

POSITION TITLE: ENGINEERING SPECIALIST I CLASSIFICATION NUMBER 2127AGENCY: RAILROAD COMMISSION OF TEXAS, SURFACE MINING AND RECLAMATION DIVISIONADDRESS: 1701 N. CONGRESS, AUSTIN, TX ZIP CODE: 78701WORK LOCATION ADDRESS: 1701 N. CONGRESSREFER TO: PERSONNEL DIVISION TELEPHONE: 512-463-6981NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job Temporary Will Terminate Part time Hours/Week TYPING: Yes No XX SHORTHAND: Yes No XXW.P.M. W.P.M. TEXAS DRIVER'S LIC.: Yes XX No Operator XX Commercial Chauffeur TRAVEL REQUIRED: Yes XX No SHIFTS: 1st 2nd 3rd Rotating

JOB DESCRIPTION: Responsible for reviewing design plans and surface-water hydrology information contained in surface-mining permit applications and providing a written opinion as to whether information is in compliance with the Texas Coal Mining Regulations. Will be required to review mine plans, and design plans for roads and surface-water control structures such as sedimentation ponds, diversions and culverts. Other duties include performing mine reclamation-cost estimates, providing technical assistance to field inspectors on engineering-related issues, and participating as the Commission's technical expert at hearings on engineering and surface-water hydrology issues. Duties will also involve review of baseline surface-water hydrology and the application of various detailed hydrologic modeling techniques to assess impacts of surface-mining activities on the surface-water hydrologic balance (surface-water quantity and quality). Must be able to prepare a comprehensive, written summary of engineering evaluations and have demonstrated verbal and written communication skills. Time-sensitive review responsibilities must be completed within time frames set by Regulation and Division policy.

Must be able to effectively use a variety of personal computer systems and applications, including hydrologic and engineering related design models and computer-aided design (CAD) software. Additional special projects may be assigned on an as-needed basis. All work will be under the general direction of a registered professional engineer in the Applications and Permits Section. Occasional overnight travel required (approx. 10%).

MINIMUM QUALIFICATIONS (License, Education, Experience): BS in Mining or Civil Engineering or related degree from an accredited four-year college or university. Experience and education may be substituted for one another. Experience in the use of IBM compatible PC's and word processing, spreadsheet, CAD and relational-database software required. Good driving record required.

REMARKS (Application procedure, Special requirements): Must be able to lift and carry at least 50 pounds. Salary range is from \$2,749 to \$3,136 per month, based on experience.

**The Railroad Commission of Texas is an Equal Opportunity Employer and does not discriminate on the basis of
race, color, national origin, sex, religion, age or disability in employment or in the provision of services.**

The Railroad Commission of Texas is a smoke-free workplace.

Date Form Completed

C10683

**RAILROAD COMMISSION OF TEXAS
EMPLOYEE COUNSELING FORM**

FORM P-112
New 5/83

CONFIDENTIAL – FORWARD TO PERSONNEL DEPARTMENT

Name - Last WOOTTON	First TRAVIS	Middle Initial L	Social Security Number <div style="background-color: black; height: 20px; width: 100%;"></div>
Division/Activity SMRD / AML			Employment Date 12/1/90
<p>Subject(s) Discussed RAILROAD COMMISSION OF TEXAS</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p><input checked="" type="checkbox"/> Merit Increase</p> <p><input type="checkbox"/> Promotion</p> <p><input type="checkbox"/> Transfer</p> <p><input type="checkbox"/> Other _____</p> </div> <div style="width: 35%; text-align: center;"> <p>SEP 28 1998</p> <p>PERSONNEL DIVISION</p> </div> <div style="width: 5%;"> <p><input type="checkbox"/> Job Classification Change</p> <p><input type="checkbox"/> Performance Counseling</p> <p><input type="checkbox"/> Termination</p> </div> </div>			
<p>Narrative Summary of Counseling</p> <p><i>I would like to recommend Travis Wootton for a merit increase for his performance as an Engineer Specialist I in the Abandoned Mine Land Section of the Surface Mining and Reclamation Division. Travis has completed final earthwork and hydrology designs and a bid document for the Smith Phase 2 AML Regrade Project. He has also prepared a preliminary earthwork design for the Alcoa Area F AML Regrade Project. Travis has a good understanding of the GWN-DTM terrain modeling and Eagle Point hydrology software which allows him to perform his job both productively and efficiently. He completes all his assigned work tasks within established project deadlines. He documents all design criteria and assumptions in a concise and organized manner. His expertise has increased the AML sections' productivity and work quality.</i></p>			
Employee Comments			
<p>Signatures</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <p><u><i>Dann Wiley</i></u> Supervisory Manager</p> <p><u><i>Travis L. Wootton</i></u> Employee</p> </div> <div style="width: 45%; text-align: right;"> <p><u>9/25/98</u> Date</p> <p><u>9/28/98</u> Date</p> </div> </div>			

RAILROAD COMMISSION OF TEXAS

CHARLES R. MATTHEWS, *Chairman*
BARRY WILLIAMSON, *Commissioner*
CAROLE KEETON RYLANDER, *Commissioner*

INTERNAL
MELVIN B. HODGKISS, P.E., *DIRECTOR*
SURFACE MINING AND RECLAMATION DIVISION

MEMORANDUM

RAILROAD COMMISSION OF TEXAS

AUG 25 1998

PERSONNEL DIVISION

TO: Mark Bogan, Personnel Director
THRU: Melvin Hodgkiss, SMRD Director *M. Bogan*
FROM: Travis L. Wootton, Engineering Specialist
SUBJECT: Cancellation of Resignation
DATE: August 25, 1998

The purpose of this memorandum is to announce that I will not be resigning my position with the Surface Mining and Reclamation Division. I submitted a letter of resignation on Friday August 21, 1998 to my supervisor, but have since reconsidered the offer that I received. My tenure with the retirement system, and the challenges of my current position far outweigh the salary increase I was offered. I apologize for any inconveniences that my change of heart may have caused. Thank you for your assistance with this matter.



Travis L. Wootton

August 21, 1998

Sam Wiley, P.E., AML Engineering Supervisor
Railroad Commission of Texas, SMRD-AML
1701 N. Congress
Austin, Texas 78711

Dear Sam:

The purpose of this letter is to announce my resignation as an Engineering Specialist in the Abandoned Mine Land section of the Surface Mining Division. My last day of employment with the Railroad Commission of Texas will be September 4, 1998.

I have accepted a position with a private consulting engineering/surveying firm that will allow me to significantly broaden my professional horizons, particularly in the realms of surveying, global positioning systems (GPS), and geographic information systems (GIS). These interests are directly compatible with my educational background, and will also allow me to pursue a license as a Registered Professional Land Surveyor.

My tenure with the Surface Mining Division has been very enjoyable, and I appreciate the numerous opportunities for advancement and skills development that I have been afforded in the last six years. I take great pride in the work done by the AML staff, and will miss being a part of future projects.

Sincerely,

A handwritten signature in cursive script, reading "Travis L. Wootton", followed by a horizontal line extending to the right.

Travis L. Wootton
Engineering Specialist I

RAILROAD COMMISSION OF TEXAS

CHARLES R. MATTHEWS, *Chairman*
BARRY WILLIAMSON, *Commissioner*
CAROLE KEETON RYLANDER, *Commissioner*

INTERNAL
MELVIN B. HODGKISS, P.E., *DIRECTOR*
SURFACE MINING AND RECLAMATION DIVISION

MEMORANDUM

TO: Mark Bogan
FROM: Melvin B. Hodgkiss *MBH*
SUBJECT: Recommendation to Fill
Job Vacancy Posting 706009
DATE: August 20, 1997

RAILROAD COMMISSION OF TEXAS
AUG 20 1997
PERSONNEL DIVISION

I am recommending that Mr. Travis Wootton be promoted to Engineering Specialist I to fill the subject job vacancy. Mr. Wootton's effective date will be September 1, 1997 with a salary of \$2,649 per month (Classification B9). Please charge this position to activity 6006.

MBH/mjf
Attachments

Listing Number : 706009
Starting Wage \$ 2,549.00/MONTHLY

Opening Date: 06-18-1997
Closing Date: UNTIL FILLED

STATE AGENCY
JOB VACANCY NOTICE

POSITION TITLE: ENG. SPECIALIST I CLASSIFICATION NUMBER: 2127
AGENCY: Railroad Commission of Texas, SURFACE MINING DIVISION
ADDRESS: 1701 North Congress Austin, Tx ZIP CODE: 78701
WORK LOCATION: 1701 N. CONGRESS ZIP CODE: 78701
REFER TO: PERSONNEL TELEPHONE: 512-463-6981

NUMBER OF OPENINGS: 1 DURATION: Regular XX Seasonal/Summer Job
Temporary Will Terminate - -
Part Time Hours/Week

TYPING REQUIRED: NO SHORTHAND REQUIRED: NO
W.P.M. : W.P.M. :

TEXAS DRIVERS LIC REQUIRED: YES OPERATOR

TRAVEL REQUIRED: YES SHIFTS: 1st X 2nd 3rd ROTATING

JOB DESCRIPTION:

Perform responsible technical duties in the Surface Mining and Reclamation Division, Abandoned Mine Land (AML) Section. Duties involve working on an abandoned mine land reclamation design team and will be directly involved in preparation of engineering and hydrological designs including; hydrologic analysis, computer hydrologic and digital terrain modeling, and computer aided drafting. Assist in preparing construction work specification documents and will perform construction inspections. Exercise independent judgment and work under direct supervision of a Professional Engineer. 50% travel required.

MINIMUM QUALIFICATIONS (License, Education, Experience):

Four (4) years experience in an Engineering type assignment. Experience in the use of IBM compatible PC's, Spreadsheet and other Engineering related programs is preferred.

The Railroad Commission of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services.

Date Form Completed: - -

R. ROAD COMMISSION OF TEXAS
AN EQUAL OPPORTUNITY EMPLOYER
SUPPLEMENT TO EMPLOYMENT APPLICATION AND WORK RECORD

Form P-101A
REVISED
8-1-93

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME Travis L. Wootton

SOCIAL SECURITY NO. [REDACTED]

☒ IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?
IF CHECKED, STATE THE LISTING NO. 706009 CLASS NO. 2127
POSITION TITLE Engineering Specialist I LOCATION AUSTIN
YOUR CURRENT PHONE NO. 305-8831 AND WORK LOCATION AUSTIN - SMRD

E D U C A T I O N	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE	University of Texas @ Austin	5/85-8/90	Major-Geography Minor-Geology	<input checked="" type="checkbox"/> YES DATE 8/90 <input type="checkbox"/> NO	B.A.
	OTHER					

T R A I N I N G	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT
	Reclamation Design	Office of Surface Mining	3/26/95-3/31/95	AML Reclamation Design Strategies
	Surveying	Texas Society for Professional Surveyors	3/93 & 8/93	Basic & Advanced Surveying Principles

S K I L L S A N D E X P E R I E N C E	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED.	
	12/1/90 - 6/1/92	
	Performed duties of Engineering Technician I in the Mapping Section of the Oil and Gas Division. Primary responsibilities included digitizing of base map data into the county wide well location maps maintained by the division. Other duties included training of new employees and editing of their work.	
	6/1/92 - 2/1/97	
	Performed duties of Engineering Technician II thru IV in the Abandoned Mine Land Section of the Surface Mining and Reclamation Division. Responsibilities included designing of earthwork and hydrology components of abandoned uranium and coal mine projects. (continued on next page)	

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION

Travis L. Wootton
SIGNATURE

7/28/97
DATE

RAILROAD COMMISSION OF TEXAS
AN EQUAL OPPORTUNITY EMPLOYER
SUPPLEMENT TO EMPLOYMENT APPLICATION AND WORK RECORD

Form P-101A
REVISED
8-1-93

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME Travis L. Wootton SOCIAL SECURITY NO. [REDACTED]

☒ IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?
IF CHECKED, STATE THE LISTING NO. 706009 CLASS NO. 2172
POSITION TITLE Engineering Specialist I LOCATION Austin
YOUR CURRENT PHONE NO. 305-8831 AND WORK LOCATION Austin - SMRD

E D U C A T I O N	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE				<input type="checkbox"/> YES DATE _____ <input type="checkbox"/> NO	
	OTHER					

T R A I N I N G	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT

S K I L L S A N D E X P E R I E N C E	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED.	
	<u>6/1/92-2/1/97 (continued)</u>	
	<u>Additionally, I assisted with design of steel closures for underground mines. Design activities were performed using AutoCAD drafting software and Storm and Eagle Point hydrology software. I was also responsible for writing work specifications and producing CAD drawings for bid documents. Other duties included assisting with field and office survey support using Microsoft surveying software, and assisting the network manager, training staff on the use of drafting, engineering and office software, and assisting with construction inspections.</u>	
	<u>2/1/97 - Present</u>	
	<u>Performed duties as Interactive Graphics Technician III for the Inspection and Enforcement section of SMRD. Duties included assisting in the development of a Geographic (continued on next page)</u>	

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION

Travis L. Wootton
SIGNATURE

7/28/97
DATE

RAILROAD COMMISSION OF TEXAS
AN EQUAL OPPORTUNITY EMPLOYER
SUPPLEMENT TO EMPLOYMENT APPLICATION AND WORK RECORD

Form P-101A
REVISED
8-1-93

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME Travis L. Wootton

SOCIAL SECURITY NO. [REDACTED]

☒ IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?
IF CHECKED, STATE THE LISTING NO. 706009 CLASS NO. 2127
POSITION TITLE Engineering Specialist I LOCATION Austin
YOUR CURRENT PHONE NO. 305-0891 AND WORK LOCATION Austin-SMRB

EDUCATION	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE				<input type="checkbox"/> YES DATE _____ <input type="checkbox"/> NO	
	OTHER					

TRAINING	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT

SKILLS AND EXPERIENCE	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED.	
	<u>2/1/97-Present (continued)</u>	
	<u>Information System (GIS) using AutoCAD and AutoCAD Map. Other duties included</u>	
	<u>staff support with drawings and office software, acting as a liaison ^{between} with industry</u>	
	<u>representatives and engineering staff, and assisting the network manager with network</u>	
	<u>maintenance.</u>	

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION

Travis L. Wootton
SIGNATURE

7/28/97
DATE

RAILROAD COMMISSION OF TEXAS

CHARLES R. MATTHEWS, *Chairman*
CAROLE KEETON RYLANDER, *Commissioner*
BARRY WILLIAMSON, *Commissioner*

INTERNAL
MELVIN B. HODGKISS, P.E., *DIRECTOR*
SURFACE MINING AND RECLAMATION DIVISION
RAILROAD COMMISSION OF TEXAS

FEB 04 1997

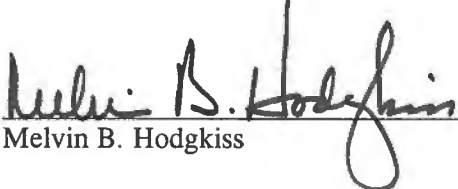
PERSONNEL DIVISION

February 4, 1997

DIRECTOR'S COMMENTS

This is a request to hire Mr. Travis L. Wootton to fill the Interactive Graphics Technician III vacancy created by the separation of Bryan Hays. Mr. Wootton is currently an Engineer Technician IV in the Division Abandoned Mine Lands Section. Mr. Wootton's salary will be \$2,236 per month (Group 15, Step 1). Please charge this to activity 6002 effective February 15, 1997.

A total of four applicants (three in-house) applied for this position. All applicants were interviewed.


Melvin B. Hodgkiss

MBH/mjf

Attachments

RAILROAD COMMISSION OF TEXAS
AN EQUAL OPPORTUNITY EMPLOYER
SUPPLEMENT TO EMPLOYMENT APPLICATION AND WORK RECORD

DEC 15 1996 Form P-101A
REVISED
8-1-93

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME TRAVIS L. WOOTTON

SOCIAL SECURITY NO. [REDACTED]

☒ IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?
IF CHECKED, STATE THE LISTING NO. 612008 CLASS NO. 2174
POSITION TITLE INTER. GRAPHICS TECH. II LOCATION SMRD-AUSTIN
YOUR CURRENT PHONE NO. 305-8828 AND WORK LOCATION SMRD - 11TH FLOOR

E D U C A T I O N	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE	UNIVERSITY OF TEXAS AT AUSTIN	8-85 → 8-90	MAJOR-GEOGRAPHY MINOR-GEOLOGY	<input checked="" type="checkbox"/> YES DATE <u>8/20/90</u> <input type="checkbox"/> NO	B.A.
OTHER						

T R A I N I N G	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT
	ENGINEERING FOR AML	OFFICE OF SURFACE MINING	6/8/93 → 6/11/93	ENGINEERING & PROJECT DESIGN PRINCIPLES
	SURVEYING	TEXAS SOCIETY OF PROFESSIONAL SURVEYORS	1/93 & 8/93	BASIC & ADVANCED SURVEYING COURSES
	CAD	OFFICE OF SURFACE MINING	3/27/95 → 3/31/95	SERVED AS INSTRUCTOR FOR APPLICATION OF CAD SOFTWARE IN AML DESIGNS.

S K I L L S A N D E X P E R I E N C E	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED.
	ENGINEERING TECHNICIAN I - DECEMBER 1, 1990 → JUNE 1, 1992 WORK WAS PERFORMED IN THE MAP INFORMATION MANAGEMENT SECTION OF THE OIL AND GAS DIVISION. PRIMARY DUTIES INCLUDED DIGITIZING BASE MAP INFORMATION FOR COUNTY WIDE OIL AND GAS WELL LOCATION MAPS. OTHER DUTIES INCLUDED TRAINING OF NEW EMPLOYEES, PROOF AND EDITING OF OTHER EMPLOYEES WORK AND SCHEDULING OF PROJECT ASSIGNMENTS.
	ENGINEERING TECHNICIAN II, III & IV - JUNE 1, 1992 → PRESENT WORK PERFORMED IN THE ABANDONED MINE LAND SECTION OF THE SURFACE MINING & RECLAMATION DIVISION. PRIMARY DUTIES AS ENGINEERING TECHNICIAN II INCLUDED PRODUCTION OF WORKING DRAWINGS FOR ENGINEERS AND FIELD PERSONNEL AND HIGH QUALITY EXHIBITS FOR BID DOCUMENTS. OTHER DUTIES INCLUDED FIELD INSPECTION AND SURVEYING. DUTIES CONTINUED ON NEXT SHEET.

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION

Travis L. Wootton
SIGNATURE

12/16/96
DATE

RAILROAD COMMISSION OF TEXAS
AN EQUAL OPPORTUNITY EMPLOYER
SUPPLEMENT TO EMPLOYMENT APPLICATION AND WORK RECORD

DEC 16 1996

Form P-101A
REVISED
8-1-93

INSTRUCTIONS: PLEASE TYPE OR PRINT. USE THE APPROPRIATE SECTION BELOW TO STATE EDUCATION, TRAINING, SKILLS AND EXPERIENCE RECEIVED SINCE EMPLOYMENT. USE MORE THAN ONE FORM IF NECESSARY.

NAME TRAVIS L. WOOTTON

SOCIAL SECURITY NO. [REDACTED]

☒ IS THIS BEING COMPLETED FOR CONSIDERATION OF ANOTHER POSITION CURRENTLY AVAILABLE?
IF CHECKED, STATE THE LISTING NO. 612008 CLASS NO. 2174
POSITION TITLE INTER. GRAPHICS TECH. III LOCATION SMRD - AUSTIN
YOUR CURRENT PHONE NO. 305-8828 AND WORK LOCATION SMRD - 11th FLOOR

EDUCATION	SCHOOL	NAME AND LOCATION OF SCHOOL	DATE(S) ATTENDED	COURSE OF STUDY	DID YOU GRADUATE	DEGREE OR DIPLOMA
	COLLEGE					<input type="checkbox"/> YES DATE _____ <input type="checkbox"/> NO
OTHER						

TRAINING	SUBJECT	NAME OF TRAINING INSTITUTION OR IN-HOUSE	DATES	BRIEFLY DESCRIBE COURSE CONTENT

SKILLS AND EXPERIENCE	BRIEFLY STATE YOUR WORKING EXPERIENCE SINCE EMPLOYMENT, GIVING SPECIFIC DATES, POSITION TITLE, DUTIES PERFORMED, ACTIVITY ASSIGNED AND SKILLS LEARNED.
	<p>ENGINEERING TECHNICIAN II, III & IV - ^{JUNE 1} DECEMBER 1992 → PRESENT (CONTINUED)</p> <p>PRIMARY DUTIES AS ENGINEERING TECHNICIAN III & IV INCLUDED THE USE OF AUTOCAD SOFTWARE TO PRODUCE WORKING DRAWINGS AND EXHIBITS FOR BID DOCUMENTS. OTHER DUTIES INCLUDED FIELD INSPECTION AND SURVEYING OF ONGOING CONSTRUCTION, ASSISTING ENGINEERS WITH EARTHWORK AND HYDROLOGY DESIGNS, WRITING OF BID SPECIFICATIONS, AND PROCESSING OF PAYMENTS TO CONTRACTORS. IN ADDITION TO DRAFTING AND DESIGN DUTIES, I SERVED AS ASSISTANT TO THE AML NETWORK MANAGER AND WAS RESPONSIBLE FOR AML SOFTWARE UPGRADES. IN MY SPARE TIME, I DESIGNED A TRAINING CURRICULUM TO TRAIN AML STAFF IN THE USE OF AUTOCAD AND OTHER SOFTWARE WHICH IS BEING IMPLEMENTED.</p>

I CERTIFY THAT THE INFORMATION STATED ABOVE IS TRUE AND CORRECT I FURTHER UNDERSTAND THAT ALL INFORMATION IS SUBJECT TO VERIFICATION

Travis L. Wootton
SIGNATURE

12/16/96
DATE

Listing Number 612008

Opening Date: 12-11-1996

Starting Wage \$2,236.00 /MO

Closing Date: 00-00-0000

**STATE AGENCY
JOB VACANCY NOTICE**

POSITION TITLE: INTER. GRAPHICS TECH. III CLASSIFICATION NUMBER: 2174

AGENCY: RAILROAD COMMISSION OF TEXAS, Surface Mining Division, Applications & Permits

ADDRESS: 1701 N. CONGRESS, AUSTIN, TX ZIP CODE: 78701

WORK LOCATION ADDRESS: 1701 N. CONGRESS

REFER TO: PERSONNEL DIVISION TELEPHONE: 512-463-6981

NUMBER OF OPENINGS: 1 DURATION: Regular X Seasonal/Summer Job

Temporary Will Terminate

Part time Hours/Week

TYPING: Yes SHORTHAND: Yes
No XX No XX

W.P.M. W.P.M.

TEXAS DRIVER'S LIC.: Yes No XX Operator Commercial Chauffeur

TRAVEL REQUIRED: Yes No XX SHIFTS: 1st XX 2nd 3rd Rotating

JOB DESCRIPTION:

Performs advanced electronic drafting and calculation work utilizing computer aided design (CAD) software. Work will be performed under the supervision of the Assistant Division Director, Applications and Permits. Will be responsible for providing technical support to scientists and engineers in the Division's Application and Permits Section. Work will involve the organization, maintenance and archiving of electronic format permit application information. Requires the ability to work independently within established guidelines and meet scheduled deadlines. Essential tasks will include creating base map data sets for each permitted mine, prepare maps and/or illustrations for staff reports, assist technical staff in using CAD/GIS software. Applicant must be able to effectively communicate CAD concepts to Division staff and the regulated mining industry.

MINIMUM QUALIFICATIONS (License, Education, Experience):

Graduation from a high school or equivalent. Should have progressive experience in computer drafting. Considerable knowledge in drafting principles and procedures and engineering problem solving skills. Familiar with AutoCAD and GIS software and ability to apply innovative solutions to job assignments.

REMARKS (Application procedure, Special requirements):

The Railroad Commission of Texas is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of services.

The Railroad Commission of Texas is a smoke-free workplace.

Date Form Completed 00-00-00

RAILROAD COMMISSION OF TEXAS
SURFACE MINING AND RECLAMATION DIVISION

LENA GUERRERO, Chairman
JAMES E. (JIM) NUGENT, Commissioner
ROBERT KRUEGER, Commissioner



MELVIN B. HODGKISS, P.E.
Director
(512) 463-6900
FAX (512) 463-6709

1701 N. CONGRESS

CAPITOL STATION — P. O. BOX 12967

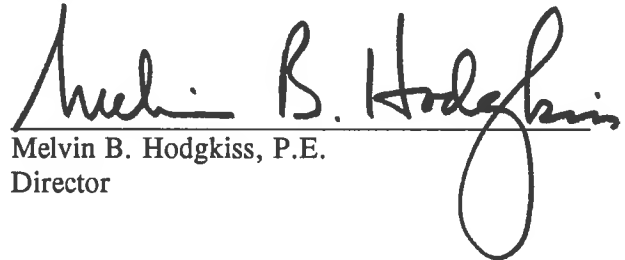
AUSTIN, TEXAS 78711-2967

May 13, 1992

DIRECTOR'S COMMENTS

This is a request to hire Travis L. Wootton to fill the Engineer Technician II vacancy created by the resignation of Sergio Covone. This position is listed as Salary Group 10, Step 01, at \$1,549.00 per month. It will be necessary for Mr. Wootton to drive a state vehicle, therefore, a motor vehicle record has been ordered.

I would like to make this action effective immediately. Please charge this to activity 6000.


Melvin B. Hodgkiss, P.E.
Director

MBH/jsh

Attachments